

# Exciting Career Opportunities at the Vermont Department of Motor Vehicles!!



Do you enjoy interacting with people and want a fulfilling career in the Motor Vehicle Industry? Look no further... This is an exciting opportunity to support Vermonters! If you love working independently helping customers directly in a fast paced environment with frequent use of computer programs with an eye for detail, then this position is for you! This is a fast paced environment processing licenses or registrations for customers in person and on the phone.

## Department of Motor Vehicles' Mission Statement:

With a commitment to excellence, the dedicated employees of DMV strive to provide the highest level of customer service, through the administration of motor vehicle laws and the promotion of highway safety.

## Department of Motor Vehicles' Core Values:

Integrity, Accountability, Professionalism and Accuracy / Quality of Information

## Benefits

- Health & Dental Insurance
- 2+ weeks vacation\*
- 2+ weeks sick leave\*
- 40 hours Personal Leave Incentive
- 11 State & Federal Holidays
- Life Insurance
- Tax Deferred Flexible Spending Account
- 457(b) Deferred Compensation Plan
- Pension
- Union Membership
- Tuition Reimbursement
- Employee Assistance Program

\*Increases to 3 weeks (each) after 5 years of service and grows from there!

\*Un-used leave carries over into the next year!

## The Package: Real Advancement & Benefits that No One Can Top!

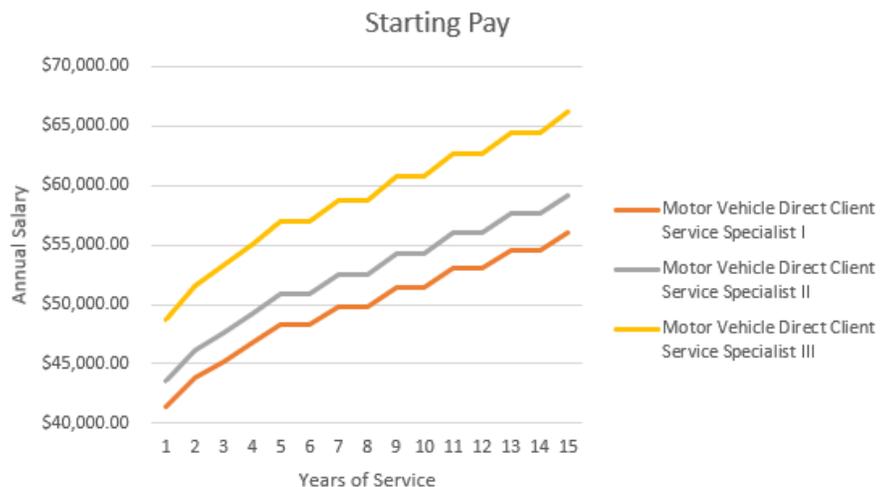
### Starting Pay Range

Motor Vehicle Direct Client Service Specialist I, II, III

**\$41K— \$49K Annual Salary**

### Raises

You are eligible for a step increase (raise) after first 6 months of employment, with subsequent steps at time intervals defined in the contract.



## Ready to get Started?

Head over to the State of Vermont Career site:

[careers.vermont.gov](https://careers.vermont.gov). Use the keyword search box to locate positions matching the text "Motor Vehicle Direct Client Service Specialist" or use this QR Code!



## Not sure you're a perfect fit?

Apply anyway! We value teaching and learning and there's plenty of room to grow

## Want to know more?

Contact [hiredmv@vermont.gov](mailto:hiredmv@vermont.gov)

2.21.2023 DCS

# The Department of Motor Vehicles Experience

203,000+

Credentials Issued

167,000+

Customers Serviced In-Person

1,000,000+

Transactions Processed  
Per Year

## Are you wondering if you qualify?...

Below is a brief summary illustration of how to qualify for each level.

Motor Vehicle Direct Client Specialist

Motor Vehicle Direct Client  
Service Specialist I  
PG 19

### Option 1

#### EXPERIENCE

2+ years in retail, hospitality or government that included significant public contact and regular use of computer programs.

### Option 2

#### EXPERIENCE

4+ months at Vermont DMV in licensing or registration meeting proficiency standards set by the Department. Plus a minimum of 2 additional job duties set by the Department.

Motor Vehicle Direct Client  
Service Specialist II  
PG 20

#### EXPERIENCE

4+ months at Vermont DMV in BOTH licensing and registration meeting proficiency standards set by the Department. Plus a minimum of 5 additional job duties set by the Department.

Motor Vehicle Direct Client  
Service Specialist III  
PG 22

#### EXPERIENCE

4+ months at Vermont DMV in BOTH licensing and registration meeting proficiency standards set by the Department. Plus a minimum of 6 additional job duties set by the Department.

#### Special Requirement:

An applicant must agree to be finger-printed and pass a background investigation to be eligible for this position. The background investigation may include criminal, financial and traffic records checks.

### FOR MORE INFORMATION:

- ◆ <https://dmv.vermont.gov/careers>
- ◆ For more information about all the exciting opportunities the Vermont Agency of Transportation has to offer check out: [careers.vermont.gov](https://careers.vermont.gov)